

Position Profile – Regulatory, Governance and Compliance Manager

Title	Regulatory, Governance and Compliance Manager
Purpose	The Regulatory, Governance and Compliance manger will be Ceuta Group’s governance expert and will ensure that the Group’s governance framework is coherent and compliant in all respects. The role will provide support the management of risk and ensure that the Group is compliant with its regulatory and statutory obligations. The post holder will have overall responsibility for policy development and updating, as well as acting as Company Secretary for all Group companies. The role reports to the CFO and is primarily based in Bournemouth with travel across the Group.
Reports to	Chief Financial Officer
Direct Reports	TBD
Key Areas of Responsibility	<p>Risk</p> <ol style="list-style-type: none"> 1. Review & recommend to the Board the Group’s risk appetite 2. To define the criteria and process by which the Group monitors and controls risk 3. To bring for discussion at Board, the Group’s headline risks 4. To ensure that the SLT and Board are fully engaged with the Group’s risk policy, that the register risk up to date and all mitigants are deployed 5. Act as Secretary to the Audit & Risk and REMCO committees, convene meetings and advise on best practice 6. To liaise with the Group’s insurance advisors and ensure that the Group’s insurance and risk policies are optimised <p>Governance</p> <ol style="list-style-type: none"> 1. Provide advice and guidance to the C suite executives and the Board on key matters of regulatory and statutory importance 2. Liaise with the external auditors on the scope, conduct and results of the annual audit 3. Receive and review the annual insurance schedule 4. Lead the Group’s ESG strategy, including enacting the Group’s selected UN sustainable development goals and Environment – ESOS/SECR reporting, Plastic Tax, REACH, EPR 5. Lead, develop and enact the Group’s code of Conduct, Bribery & corruption policies & Health & Safety including Group Reporting 6. Be the lead of the Group’s Whistle Blowing policy <p>Compliance</p> <ol style="list-style-type: none"> 1. Maintain the Group’s policy schedule in light of statutory and other policies required by the MHRA and other relevant statutory bodies e.g. DPA, Modern Slavery including Group reporting 2. Ensure that the Trust is compliant with its policy schedule at all times 3. Ensure the Complaints Procedure is kept up to date and manage the process for resolving any complaints 4. Maintain awareness of the Group’s Articles of Association, its committee structure and permissions under the investment agreement and its governance framework 5. Maintain with the CFO the Group’s scheme of delegation 6. To make all necessary statutory filings and payments on a timely basis 7. Maintain current knowledge and awareness of website compliance requirements

	<p>8. Carry out (or supervise the activities of a 3rd party) regular internal compliance checks, compliance and product adherence and monitor relevant processing activities to ensure that all divisions are working to Group policies, procedures and practices, including statutory requirements ensuring that all agreed actions are completed within timescales</p> <p>9. To ensure that the Group holds all the relevant licences - NLA, CLA, WDA, PRS/PPL, MPLC, TV</p> <p>Secretarial</p> <ol style="list-style-type: none"> 1. Act as Company Secretary to all Group companies, ensure legal compliance and attend Board meetings (including REMCO and AUDCO) and produce minutes 2. Actively develop governance including supporting the recruitment and retention of Directors, training, development, and succession planning 3. To monitor and maintain the control environment within the Group working with the CFO on matters financial and the COO on operational matters including the controls over NBD and revenue recognition.
<p>Professional Competencies</p>	<p>Career Experience</p> <ul style="list-style-type: none"> • Significant experience in finance, with at least ten years in senior management • Experience of managing professional staff • 5 years' experience as an RGC manager <p>Qualifications</p> <ul style="list-style-type: none"> • Degree-level education • Qualified member of an accountancy body <p>Required Skills</p> <ul style="list-style-type: none"> • The ability to handle high levels of pressure and critical decision making in order to be an effective partner to the business and find pragmatic solutions • The ability to work closely with senior stakeholders and influence effectively • The ability to clearly and confidently articulate regulatory expectations and standards, in relation to current business practices and new initiatives • A commercial approach to develop the Group's regulatory, governance and compliance function and develop a positive compliance culture • The ability to lead, develop and motivate a team with a varied and complex workload, ensuring that there are appropriate procedures and reporting mechanisms in place • To have attention to detail to ensure that work is completed accurately and within agreed timeframes. • The ability to pro-actively keep up to date with current regulatory legislation and highlight risks and opportunities in a proactive way. • An awareness and understanding of the wider business, economic, regulatory and market environment in which Ceuta Group operates • The ability to use excel to an intermediate level to analyse data and provide insight recommendations to senior leadership